



Village of Sleepy Hollow  
Park Permit  
Kingsland Park Gazebo

Person Requesting Permit:
Organization (if applicable):
Type of party/event:
Contact information for person requesting permit: Address: City/State/Zip: Phone number:
Day and Date of Event:
Start and End Times:
Number of Participants: (not to exceed 100 persons)

Permit Fee: \_\_ ?                      Deposit: \$500 – payable by cash, money order or  
certified check

- Application Procedures:**
- Please complete all the information requested above.
  - Person requesting the permit must submit a copy of a valid photo ID eg: drivers license. Person requesting permit must be a resident of Westchester County.
  - Include 2 payments, for permit and deposit, made payable to **The Village of Sleepy Hollow** and mail completed application with checks and a copy of a photo ID to the above address.
  - **If any of the above items are not received with the application the request will be denied.**

- Terms and Conditions:**
- The permit holder will be held responsible for any damages to park property incurred during the event.
  - The following regulations and ordinances must be observed:
    - No amplified music allowed in the parks
    - All Village/County parks close at dusk
    - Events are limited to the number of people indicated above
    - Permit holder is responsible for ensuring the area is left in a reasonable, debris free condition with trash deposited in the proper receptacles.
  - Failure to abide by any of the above terms and conditions will result in the deposit being forfeited and/or the termination of the event by the Sleepy Hollow Police Department.

I \_\_\_\_\_ agree to terms and Conditions as indicated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Use Only

Date Received:	
Fee Received:	
Deposit Received:	
ID Received:	
Approval Signature:	

